92 G ACF Portal USER'S MANUAL

TABLE OF CONTENTS

GENERAL INFORMATION

SECTION 1.1 PROGRAM COORDINATOR RESPONSIBILITIES (DFAC Manag
SECTION 1.2 SUPERVISING CHEF RESPONSIBILITIES (Training NCO)
SECTION 1.3 SOLDIER RESPONSIBILITIES

INSTRUCTIONS

SECTION 2.1 PROGRAM COORDINATOR INSTRUCTIONS (DFAC Manager)
SECTION 2.2 SUPERVISING CHEF INSTRUCTIONS (Training NCO)
SECTION 2.3 SOLDIER INSTRUCTIONS

SECTION 1.1 PROGRAM COORDINATOR RESPONSIBILITIES

Review the Apprenticeship portal to ensure Soldiers are under the correct dining facility, the correct supervising chef is assigned and that the soldiers and chefs are logging in and approving hours.

Enroll Supervising chefs by creating their login information.

a. Using the mail.mil email. No other email is authorized.

b. For the user name use the first letter of their first name and the complete last name, use it all together as shown in this example: JRambo.

Assign supervising chefs.

Ensure supervising chefs are completing the competency section when the soldiers complete their stations.

SECTION 1.2 SUPERVISING CHEF RESPONSIBILITIES

Ensure that your Soldiers are under your account.

Ensure your Soldier is annotating the hours in the correct station.

Correct or add hours for your Soldier (adding hours is the Soldier’s responsibility, but we serve as check and balance)

Ensure that you complete the competency score when Soldier complete all the stations, and print and sign the final evaluation sheet.

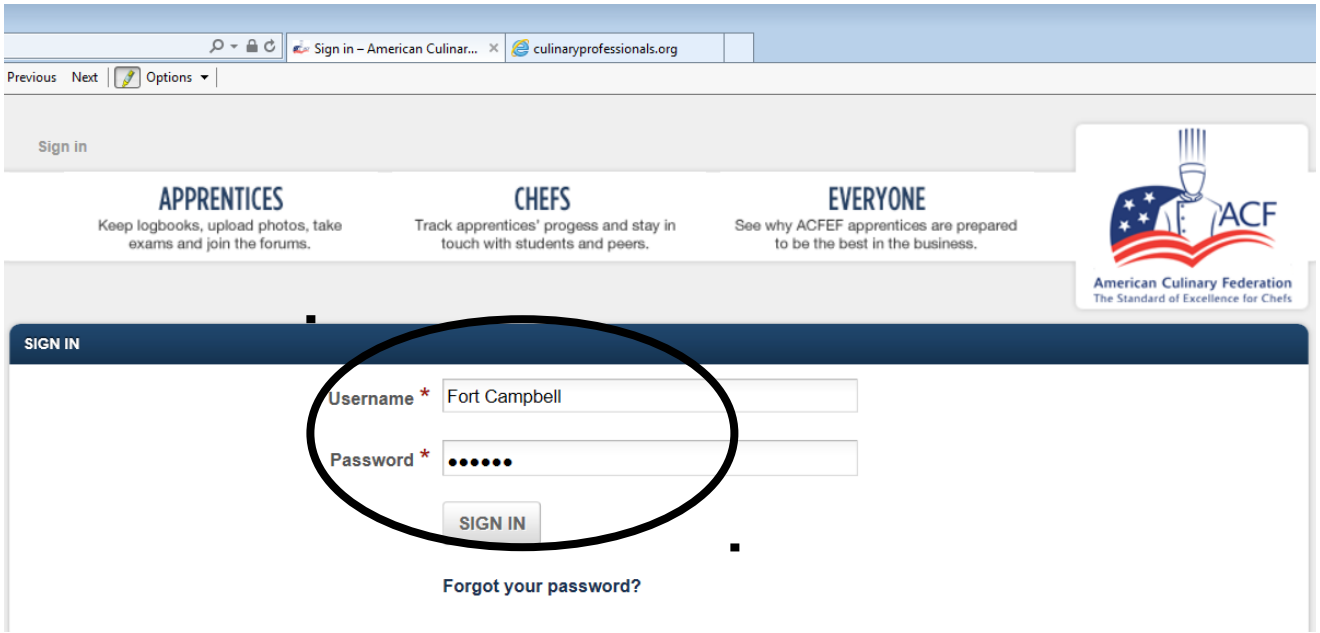
SECTION 1.3 SOLDIER RESPONSIBILITIES

Soldier is responsible for logging in their hours in the portal.

SECTION 2.1 PROGRAM COORDINATOR INSTRUCTIONS

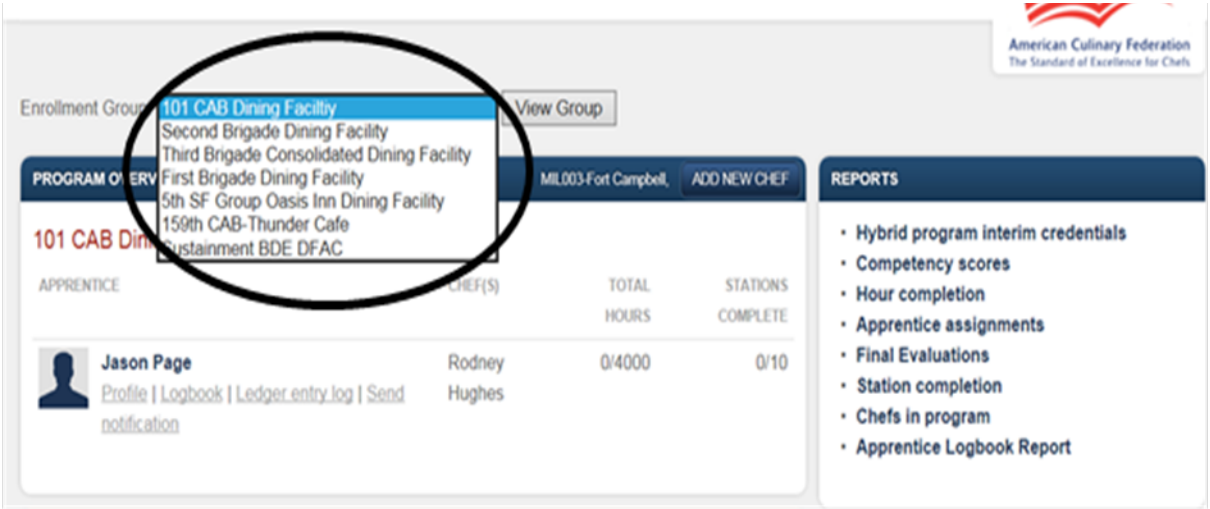
How to Log-In :
Log-in use the following link: https://culinaryprofessionals.org/login/

Insert your username, i.e. Fort Campbell, and password i.e. 000000



How to locate your Dining Facility:

To locate your dining facility, go to the enrollment group drop-down box, click on it, and hit the view group. This action will display all the Soldiers assigned to your dining facility. Note: if you find that one of your Soldier is not showing up please notify the ACFEF TWI Representative by sending an email to MilAppr@acfchefs.net.



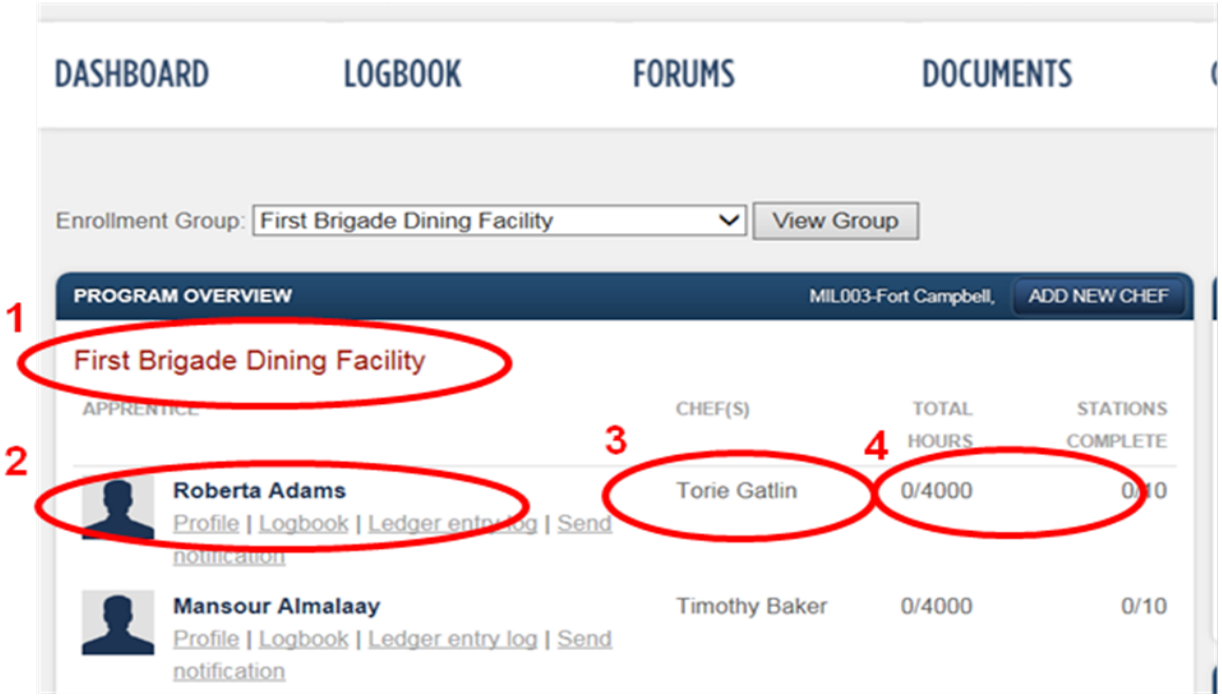
How to verify data:

Verify you are in the correct dining facility screen.

Verify that all the correct Soldiers are under the dining facility.

Verify that the correct supervising chef is assigned to the correct Soldier.

Verify the hours are being recorded. Example below.

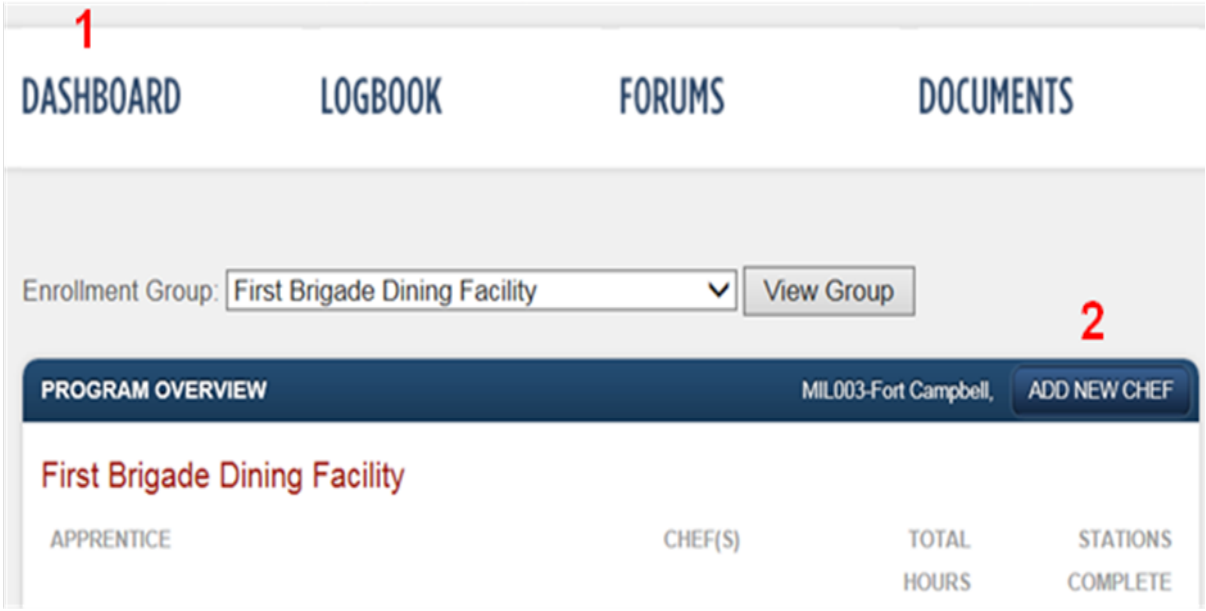


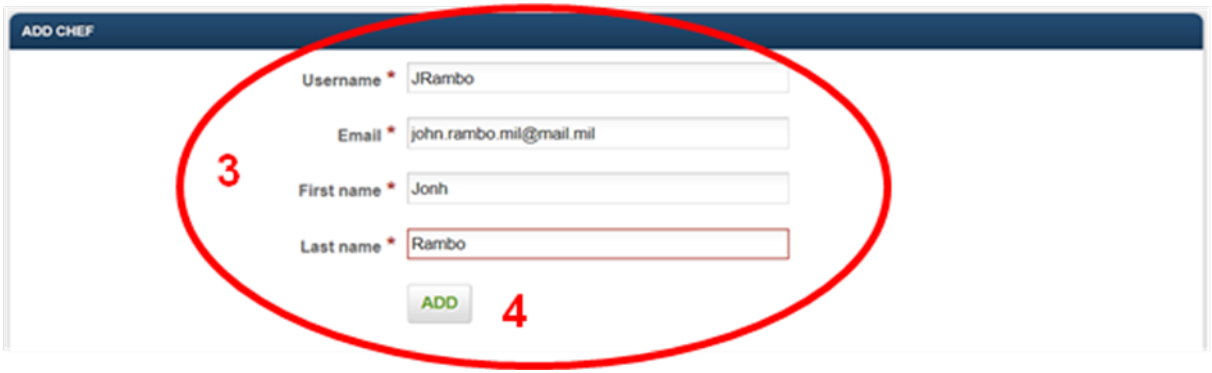
How to enroll a supervising chef:

On the dashboard, find the ADD NEW CHEF TAB and click on it.

Complete the information using the example below.

After you complete the form and click the ADD button, you are done.





How to assign soldiers to a supervising chef:

Locate the dining facility. Follow step one in how to locate your dining facility.

Scroll down and find the APPRENTICE/CHEF ASSIGNMENT. This is where you will be able to assign the supervising chef to the soldier.

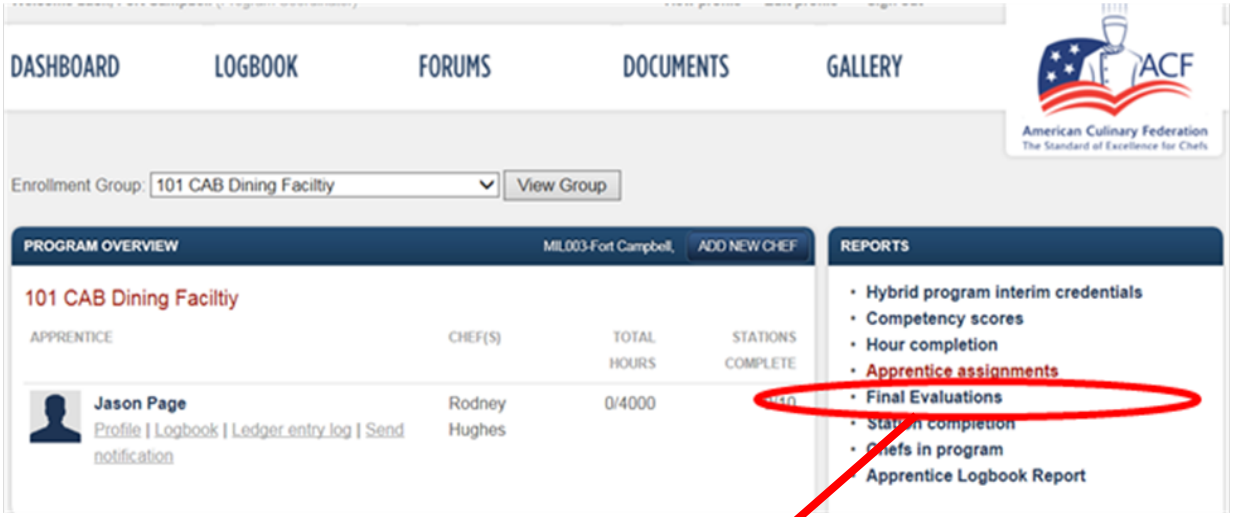
Find the Soldier name on the left, on the middle column you will find the chef's name by scrolling up and down Click on the chef name and hit the save button locate on the right, and you are done

How to Review Competency Scores:

Follow step one on “How to log in”.

On the right side of the dashboard you will find the FINAL EVALUATION link Click on this link until all the soldiers are displayed.

Find the Soldier’s name and click on it until the FINAL EVALUATION FORM is displayed. To ensure the form is completed properly look on the right of the form and you will see a score for each station and at the bottom you will see a total score (minimum passing score is 128). You will also find the Soldier’s name on the bottom left and the installation name on the bottom right (this form must be printed and signed by the supervising chef prior to being submitted for graduation).



FINAL EVALUATION

Station:	Minimum Score	Evaluation:
1. STEWARD	10	14
2. BREAKFAST	14	18
3. VEGETABLE, STARCH, & PASTA	14	16
4. FABRICATION	10	11
5. BROILER/CHAR-GRILL	14	16
6. SOUP & SAUCE	14	14
7. PANTRY & COLD FOODS	14	15
8. COOKING TECHNIQUES	14	20
9. BAKING & PASTRY	14	19
10. SUPERVISORY DEVELOPMENT	10	10
Minimum score to complete 128	TOTAL SCORE:	153

Shaian Patterson
Apprentice Name (Please Print)

MIL003-Fort Campbell
Chapter/Program Name (Please Print)

Authorization of Completion:

Supervising Chef - signature — Date

Apprenticeship Committee Chair - signature — Date

SECTION 2.2 SUPERVISING CHEF INSTRUCTIONS

How to log in to your account:

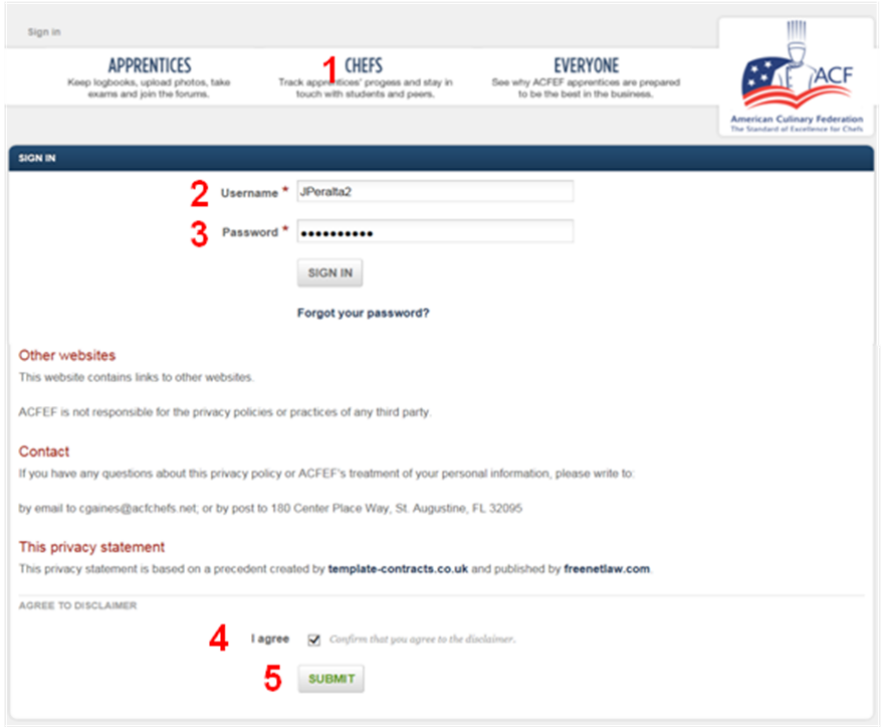
To log-in use the following link: https://culinaryprofessionals.org

Click on the CHEFS tab at the top part of the page.

Insert your username, i.e. JRambo, and password, i.e. UPDN@#$. The username and password is the one created by your program coordinator (DFAC Manager).

If this is your first time logging in to the portal, scroll down the page and click on the “I Agree” box.

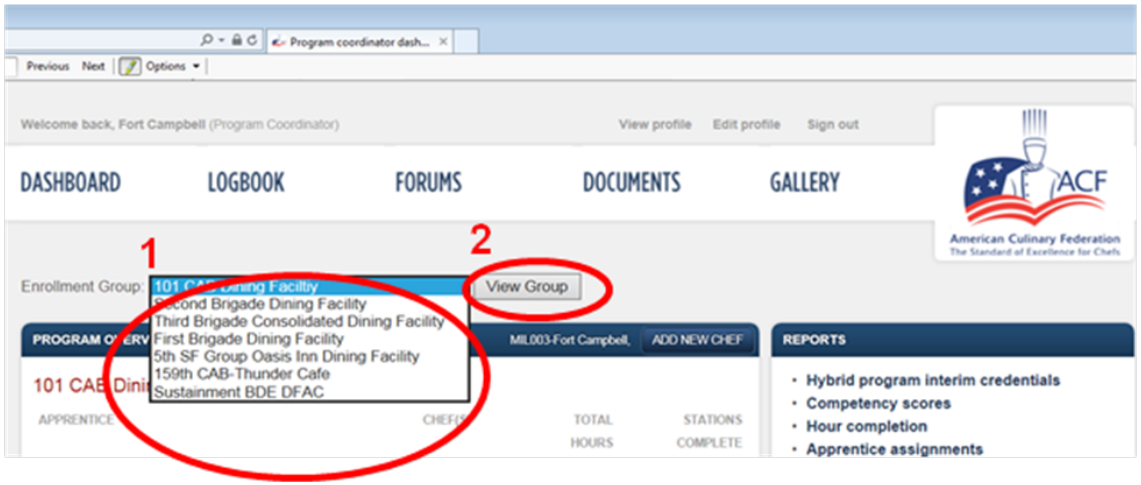
Click on submit.


Sign in
APPRENTICES
Keep logbooks, upload photos, take exams and join the forums.
1 CHEFS
Track apprentices' progress and stay in touch with students and peers.
EVERYONE
See why ACFEF apprentices are prepared to be the best in the business.
ACF
American Culinary Federation
SIGN IN
2 Username * JPeralta2
3 Password * ••••••••••
SIGN IN
Forgot your password?
Other websites
This website contains links to other websites.
ACFEF is not responsible for the privacy policies or practices of any third party.
Contact
If you have any questions about this privacy policy or ACFEF's treatment of your personal information, please write to:
by email to cgaines@acfchefs.net; or by post to 180 Center Place Way, St. Augustine, FL 32095
This privacy statement
This privacy statement is based on a precedent created by template-contracts.co.uk and published by freenetlaw.com
AGREE TO DISCLAIMER
4 I agree Confirm that you agree to the disclaimer.
5 SUBMIT

How to locate your dining facility and verify your soldiers are under you

Locate the dining facility in the enrollment group drop down box. This is the dining facility that you are assigned to as a supervising chef. Click on it.

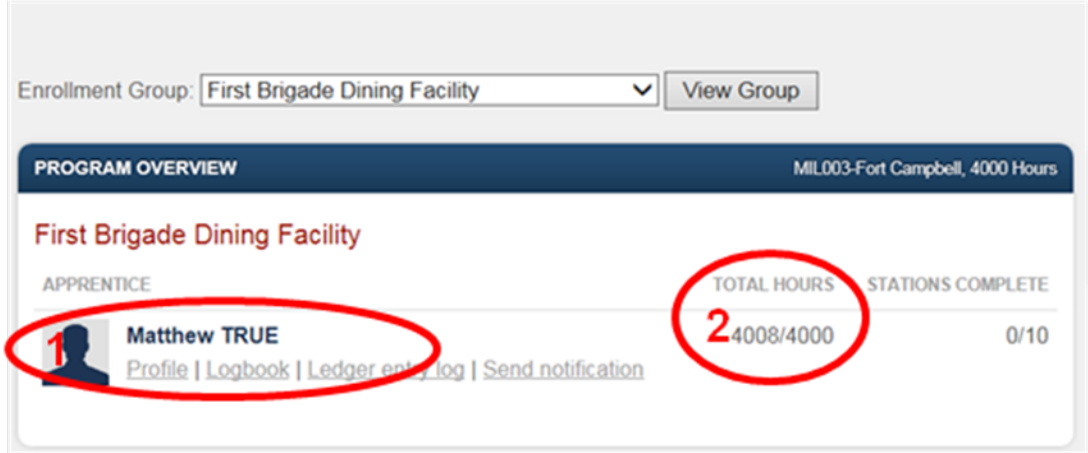
Hit the VIEW GROUP. This action will display all the Soldiers assigned to you as a supervising chef.



How to see if the Soldiers are annotating hours:

Locate the Soldier

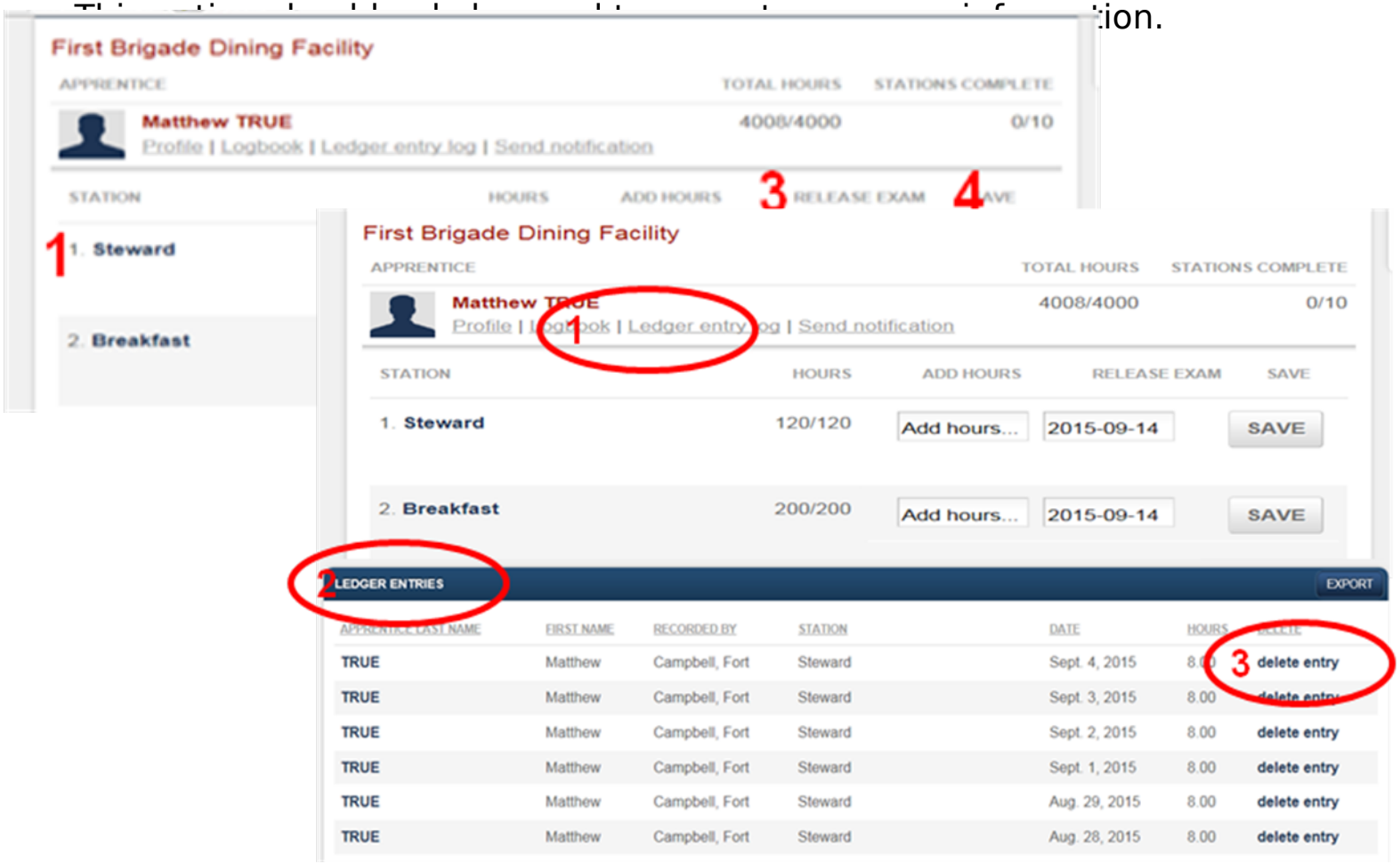
Look at the middle column to see the logged hours.

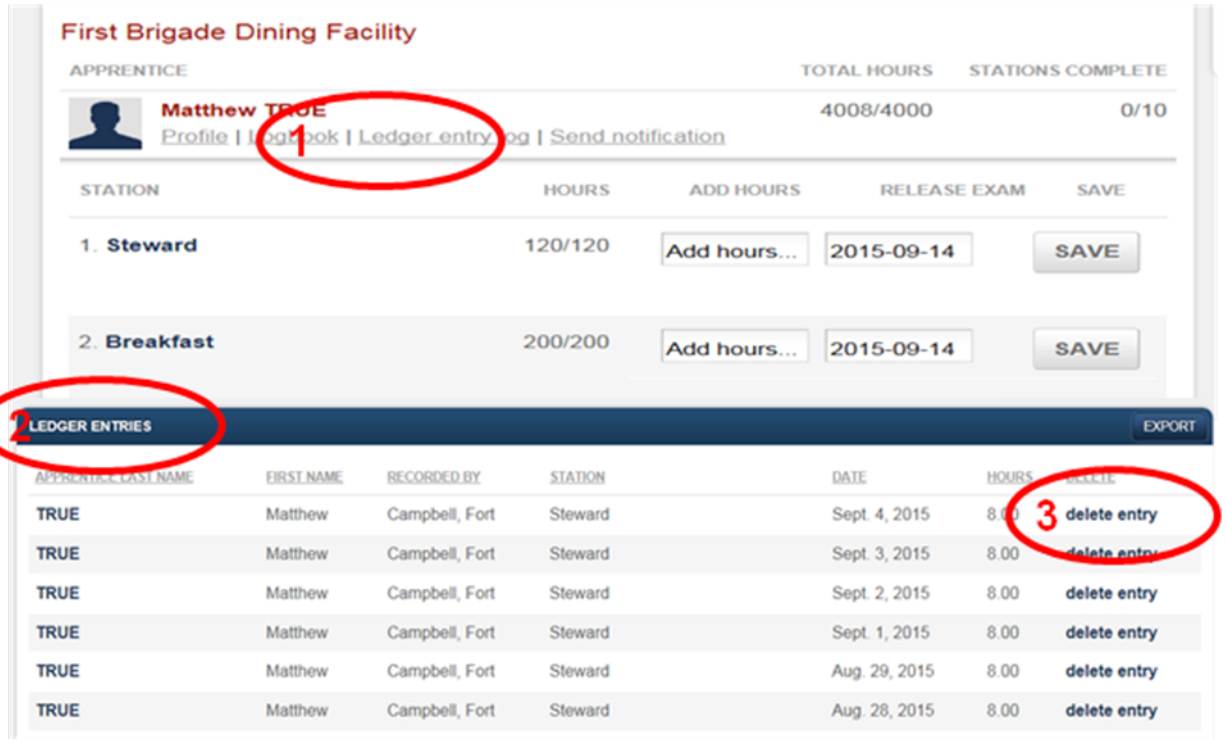


How to add or correct hours:

In the same screen that you will see if they are annotating hours, click on their name. This action will display all their stations and the ability to add and save hours.

To correct hours, click on the ledger entry log under their name. This action will display the ledger with the ability to delete the hours. Note: This action should be used to correct incorrect information.




First Brigade Dining Facility
APPRENTICE
TOTAL HOURS
STATIONS COMPLETE
Matthew TRUE
4008/4000
0/10
Profile | Logbook | Ledger entry log | Send notification
1
STATION
HOURS
ADD HOURS
RELEASE EXAM
SAVE
1. Steward
120/120
Add hours...
2015-09-14
SAVE
2. Breakfast
200/200
Add hours...
2015-09-14
SAVE
2
LEDGER ENTRIES
EXPORT
APPRENTICE LAST NAME
FIRST NAME
RECORDED BY
STATION
DATE
HOURS
DELETE
TRUE Matthew Campbell, Fort Steward Sept. 4, 2015 8.00 delete entry
TRUE Matthew Campbell, Fort Steward Sept. 3, 2015 8.00
TRUE Matthew Campbell, Fort Steward Sept. 2, 2015 8.00 delete entry
TRUE Matthew Campbell, Fort Steward Sept. 1, 2015 8.00 delete entry
TRUE Matthew Campbell, Fort Steward Aug. 29, 2015 8.00 delete entry
TRUE Matthew Campbell, Fort Steward Aug. 28, 2015 8.00 delete entry
3

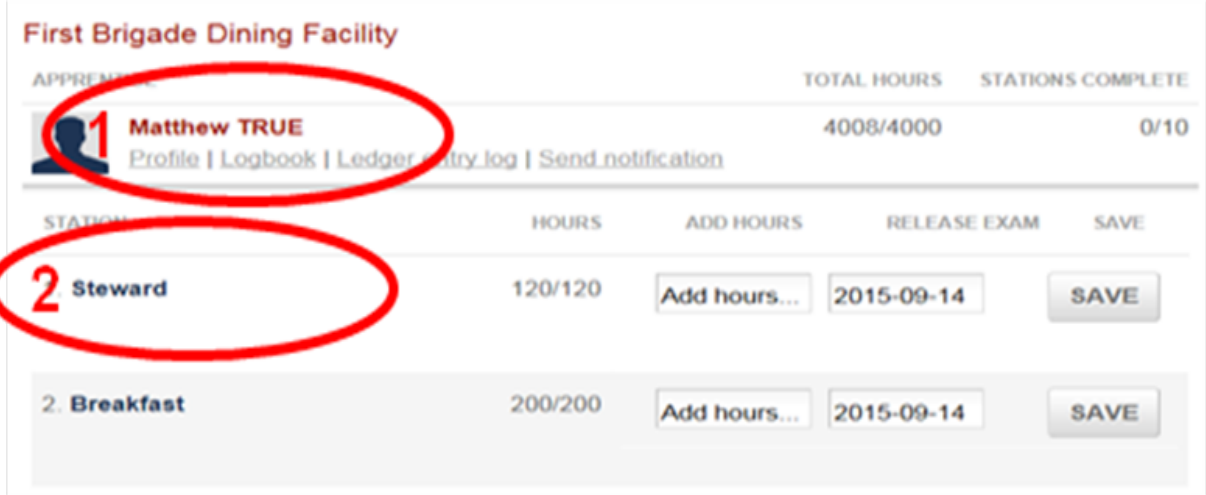
How to complete the competency hours:

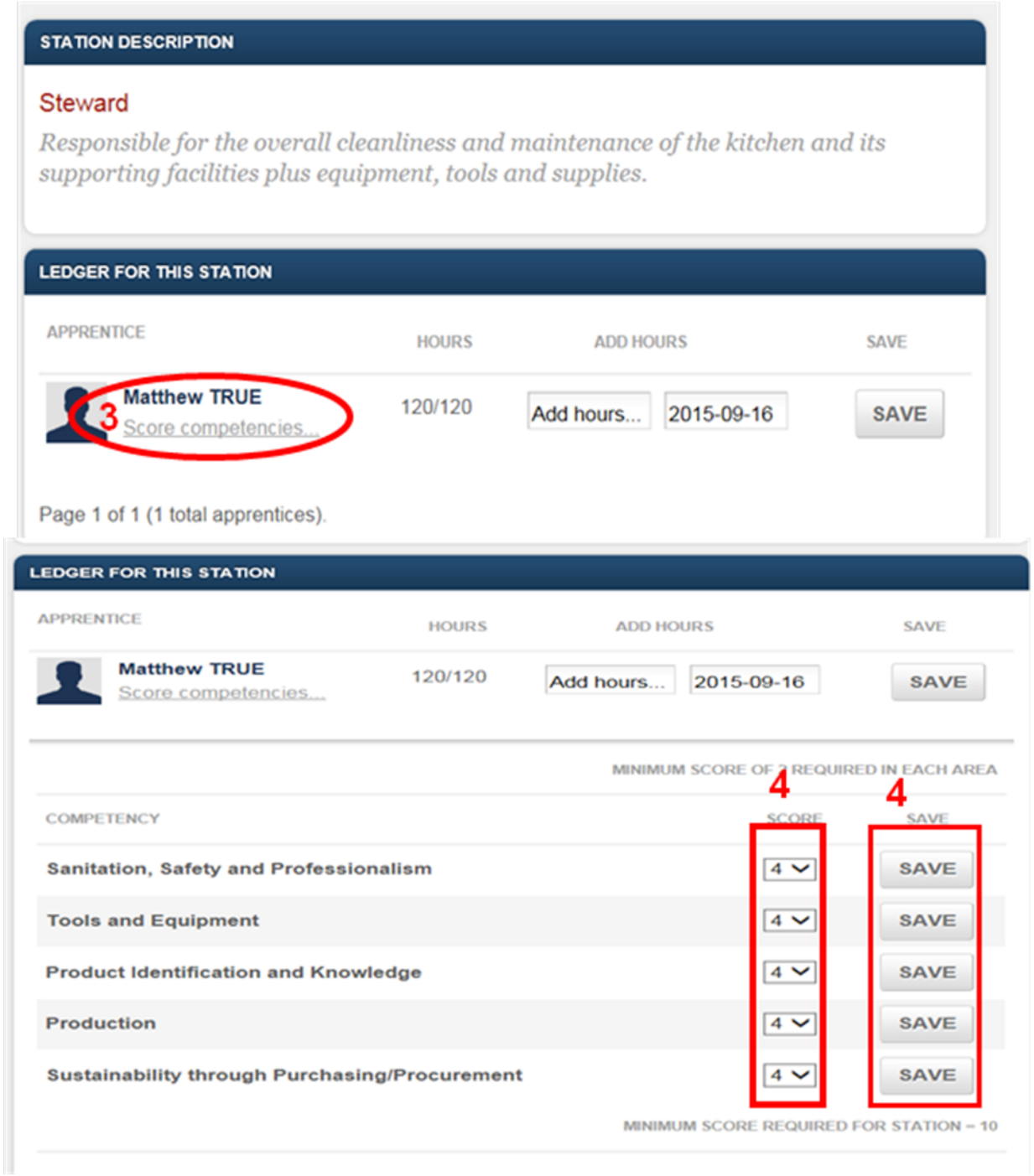
Click on the Soldier's name to display all the stations

In this screen, click on the station that you are going to grade. The Soldier's name will appear again.

Then click on SCORE COMPETENCIES under the Soldier's name. This screen will show the areas that need to be scored.

Score each area with the 1 thru 4, and click the SAVE button. Save button must be clicked individually for each competency. Now you can move to the next station.



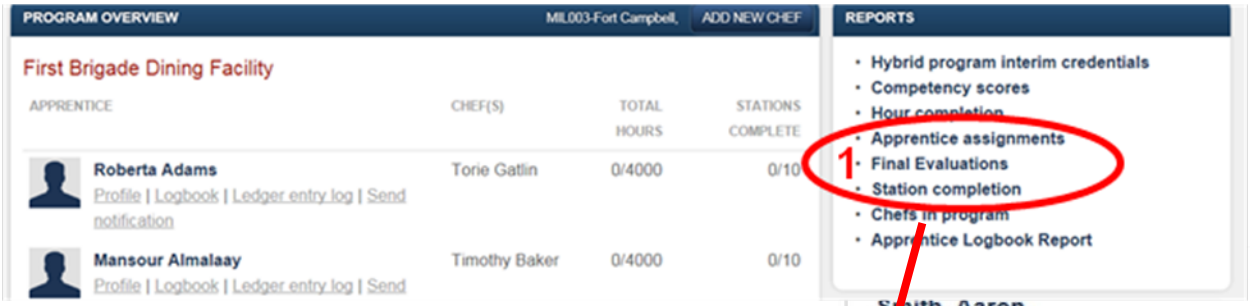

STATION DESCRIPTION
Steward
Responsible for the overall cleanliness and maintenance of the kitchen and its supporting facilities plus equipment, tools and supplies.
LEDGER FOR THIS STATION
APPRENTICE
HOURS
ADD HOURS
SAVE
3
Matthew TRUE
Score competencies...
120/120
Add hours...
2015-09-16
SAVE
Page 1 of 1 (1 total apprentices).
LEDGER FOR THIS STATION
APPRENTICE
HOURS
ADD HOURS
SAVE
Matthew TRUE
Score competencies...
120/120
Add hours...
2015-09-16
SAVE
MINIMUM SCORE OF 2 REQUIRED IN EACH AREA
4
4
COMPETENCY
SCORE
SAVE
Sanitation, Safety and Professionalism
4
SAVE
Tools and Equipment
4
SAVE
Product Identification and Knowledge
4
SAVE
Production
4
SAVE
Sustainability through Purchasing/Procurement
4
SAVE
MINIMUM SCORE REQUIRED FOR STATION – 10

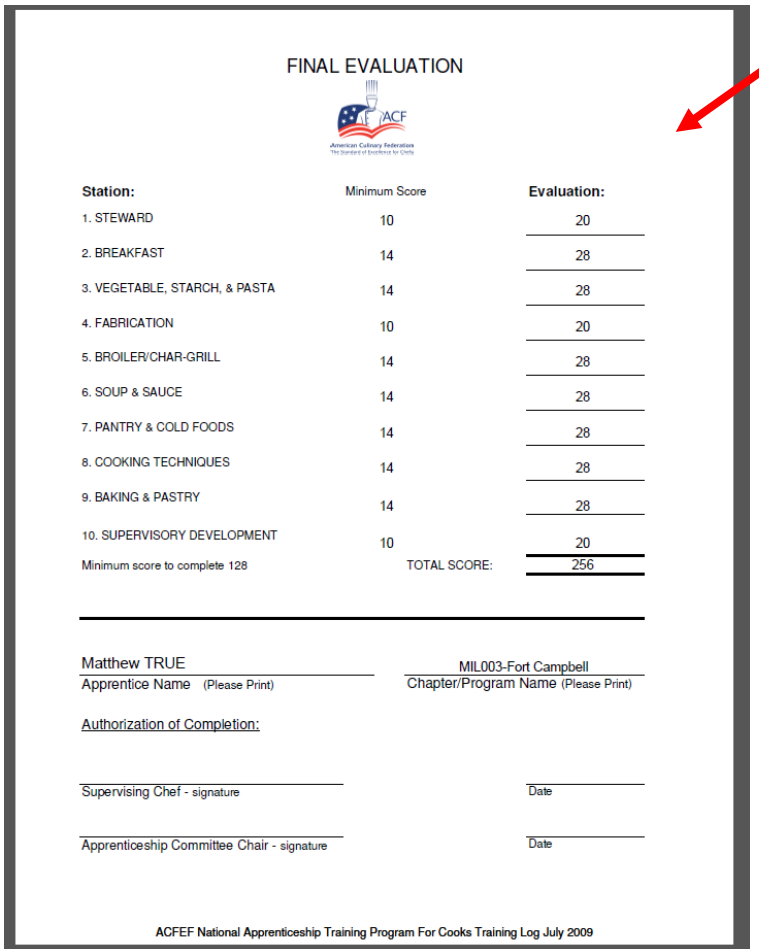
How to print the soldiers' final evaluation:

Return to the dashboard, where all the Soldiers are listed.

Click on the FINAL EVALUATIONS tab, located on the right hand side of the dashboard. This screen will display all the Soldiers.

Find your Soldier and click on their name. This will display the Final Evaluation form. The form needs to be printed and signed prior to summiting it for graduation. Example form is below.





FINAL EVALUATION

Station:	Minimum Score	Evaluation:
1. STEWARD	10	20
2. BREAKFAST	14	28
3. VEGETABLE, STARCH, & PASTA	14	28
4. FABRICATION	10	20
5. BROILER/CHAR-GRILL	14	28
6. SOUP & SAUCE	14	28
7. PANTRY & COLD FOODS	14	28
8. COOKING TECHNIQUES	14	28
9. BAKING & PASTRY	14	28
10. SUPERVISORY DEVELOPMENT	10	20
Minimum score to complete 128	TOTAL SCORE:	256

Matthew TRUE
Apprentice Name (Please Print)

MIL003-Fort Campbell
Chapter/Program Name (Please Print)

Authorization of Completion:

Supervising Chef - signature — Date

Apprenticeship Committee Chair - signature — Date

ACFEF National Apprenticeship Training Program For Cooks Training Log July 2009

SECTION 1.3 SOLDIER RESPONSIBILITIES

How to log-in to your account

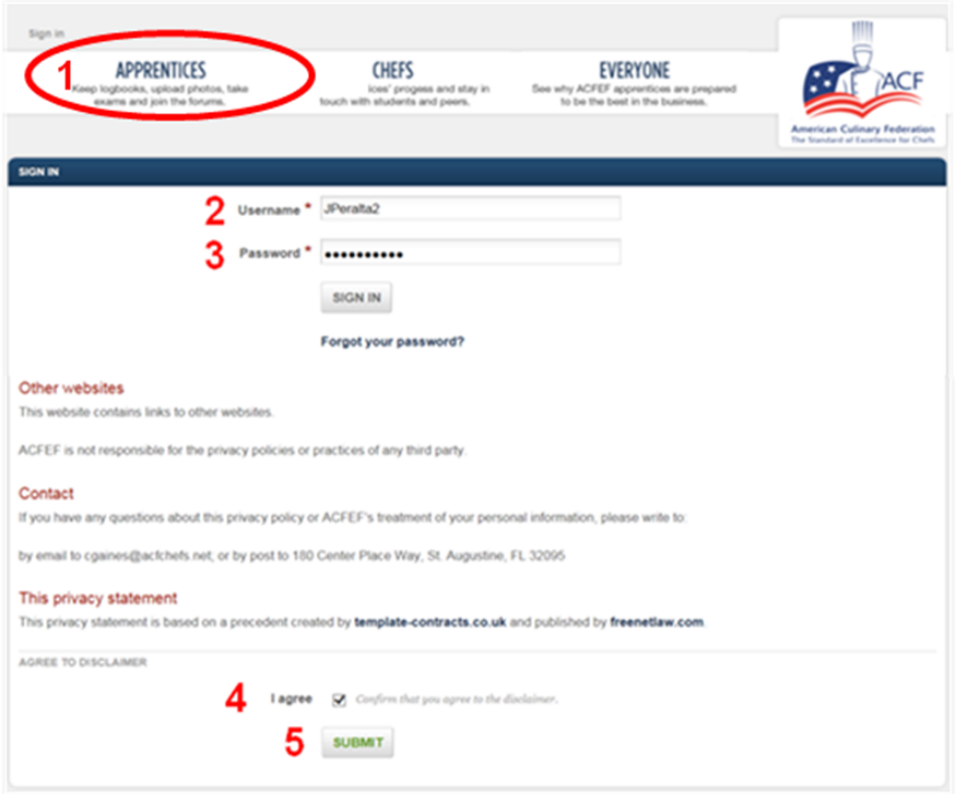
Log-in use the following link: https://culinaryprofessionals.org

Click on the APPRENTICES tab at the top part of the page.

Insert your Username i.e. 211111, Insert the password i.e.VA021 the username is your ACF member number and your password is VA021 for everyone.

If this is your first time logging in to the portal scroll down on the page and click on the “I Agree” box.

Click on submit.



How to log your hours in your account:

After logging in, you will click on RECORD HOURS in the PROGRAM OVERVIEW tab. This will display all the stations and the ability to log your hours.

Mark the hours in the ADD HOURS box.

Input date in the date box

Click the SAVE button. This completes your job.

Note: If you make a mistake, write-down the station name, date and the hours, and pass this information to your supervising chef. Your supervising chef and the program coordinators are the only ones that can correct the issue.